



PUBLIC DOCUMENTS HIGHLIGHTS



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OCT., 1973

Assistant Public Printer (Superintendent of Documents) Appointed

SUPERINTENDENT'S LOG

Thanks to all for the excellent response we received on circulation of the first edition of "Public Documents Highlights." "Highlights" serves as the first official tool of communication between librarians and the Public Documents Department. As a result of the first issue we received many letters from librarians with suggestions for improvements in the Depository System, along with comments on what subjects you would like to see included. We appreciate your valuable comments and will consider your suggestions with our overall plans for continuing improvements to the Depository Library operation.

We received several requests for information on our Documents Library function at the Government Printing Office. You will find several items on this subject, written by our Documents Librarians, in this issue of "Public Documents Highlights."

The Documents Department looks forward to hearing your comments on "Highlights." Suggestions on improvements to the Depository Program or the services of the Documents Department are appreciated, as well as material for publication in "Highlights."

If there are any special procedures used in your library to handle the depository function more efficiently, which might benefit other documents librarians, please write to the editor of "Public Documents Highlights" whose address is listed below.

BIENNIAL REPORT OF DEPOSITORY LIBRARIES

The current law governing the Depository Library Program requires designated Depository Libraries to report to the Superintendent of Documents every two years. The purpose of the report is to determine whether the libraries are providing proper custody of publications furnished to them under the Program, and how the material is being used.

The report is made through the use of a questionnaire which is prepared under the direction of the Superintendent of Documents. The Superintendent of Documents also uses the questionnaire as a means of obtaining other information from the Depository Libraries which is beneficial in administering the Depository Program.

The Biennial Report Questionnaire (*Report Series No. 12*) will be mailed to all Depository Libraries on October 15, 1973, and will be due back in the Office within 30 days. Watch for your copy in the mail.

"Public Documents Highlights" is circulated on an irregular basis by the Superintendent of Documents, Washington, D.C. 20402, and is mailed at first class postage rates. "Public Documents Highlights" is intended primarily for librarians of the Federal Depository Library Program. Material proposed for circulation may be submitted to the Editor, "Public Documents Highlights", Public Documents Department, Box 1533, Washington, D.C. 20013. The Superintendent of Documents, however, retains the right to accept such material, to edit it, and to assign priorities of circulation.

On June 24, 1973 Public Printer Thomas F. McCormick, appointed Mr. Wellington H. Lewis as the new Assistant Public Printer (*Superintendent of Documents*). This position is a new one and includes within its responsibilities the duties of the Superintendent of Documents. The former Acting Superintendent of Documents, Rowland E. Darling, has recently retired. Mr. Lewis, as Assistant Public Printer, will retain the title Superintendent of Documents.

Mr. Lewis came to the Government Printing Office following a career of 28 years service in the U.S. Navy. Prior to his appointment here at GPO, he was Commanding Officer of the Navy Publications and Forms Center in Philadelphia. Mr. Lewis has been with GPO since 1970.

Our new Superintendent of Documents intends to carry forward the spirit of cooperation between the Documents Department and the Depository Libraries. He will work closely with the newly established Advisory Council to the Public Printer on Depository Libraries.

Public Printer meets with Depository Library Council at Las Vegas

Public Printer Thomas F. McCormick met with the Advisory Council to the Public Printer for Depository Libraries on June 28, 1973 in Las Vegas, Nevada, during the Annual Conference of the ALA. The Advisory Council, comprised of 15 members of the library community, is charged with providing the Public Printer with a means of communication between librarians and the GPO in order to improve service to depository libraries and to effectively implement the depository library program.

Attending the meeting with the Public Printer were Mr. W. G. Tonner, Jr., Chief, Planning Division, and Mr. Rowland E. Darling, then Acting Superintendent of Documents. The Public Printer announced at the meeting that it was with regret that he had accepted Mr. Darling's request for retirement after 32 years service with GPO.

The Council membership elected Dr. Ralph E. McCoy, Southern Illinois University, as Chairman for an annual term. Copies of the draft text of the revised "Instructions to Depository Libraries" were passed to each member for comment and/or recommendation via Dr. McCoy. Dr. McCoy has received many member statements and by the time this newsletter reaches you, we hope to be in the process of coordinating the "returns."

Subjects covered at the meeting included suggestions concerning the "Monthly Catalog", bibliographic tools, systematic review of depository libraries, improved document delivery and service, and determination of the needs of the library community in the areas of microcopy/micro-publishing. With the valuable assistance of the Council, we hope to resolve some of the existing problem areas in the Depository Library Program.

SURVEY ON MICROFORM COPIES

Plans are underway in the Public Documents Department to conduct a survey of Federal Depository Libraries interest/utility for specific categories of publications in microform.

The survey will be conducted to determine if there will be sufficiently wide interest, at least in the library community, to distribute microform copies. A definite format and distribution on the survey have not been determined at this point. More information to come.



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For Your Information

PUBLIC DOCUMENTS DEPARTMENT LIBRARY

The Public Documents Department Library is now a library in name only. It does not operate as a library or provide interlibrary loans, and at the present time contains only more recent publications.

A collection of Government publications was started in 1895 when the "Monthly Catalog of U.S. Government Publications" began publication. All publications listed in the catalog were classified and filed by Superintendent of Documents classification number, until the collection numbered over two-million documents. The Library was not open to the public, and the books were rarely used except by Government Printing Office personnel. In 1972, the entire collection was transferred to National Archives where the publications are available to the public for on-site research.

The primary task of the Public Documents Department Library is publication of the "Monthly Catalog." In addition to the "Monthly Catalog", the Library also issues for each session of Congress the "Numerical Lists and Schedule of Volumes", which is, in effect, a check list of all reports and documents ordered printed by Congress during that particular session.

All depository operations, with the exception of actual mailing of publications, are under control of the Library. Operations include preparation of the "Classified List of Publications Available for Selection by Depository Libraries," surveys for new items being added to the list, recording selections for new items, recording all selections by depositories, technical review of publications being distributed, preparation of the Daily Depository Shipping List, and handling claims for nonreceipt of depository publications.

As of June 1973, the staff of the library consisted of 30 professional, subprofessional, and clerical employees under the direction of a Chief of the Library.

Although the Library is not open to the public, we are glad to have Depository Librarians visit and see our operations. It is best to call in advance for an appointment and directions. The telephone number is (202) 541-2015.

Monthly Catalog of United States Publications: Cataloging

The "Monthly Catalog" published by the Superintendent of Documents is prepared in the Public Documents Library.

All publications showing an agency of the Government as its publisher, received in the Library, with the exception of administrative or official use only documents, are entered in the Catalog. We do not enter reprints in the Catalog if they were entered at the time of the original printing.

The question arises from time to time concerning the number of publications librarians receive which they never find listed in the "Monthly Catalog." In most cases omission is not because we decided against listing the publication, but that we never have received it for cataloging. We enter in the Catalog only publications which we have in our possession, since we must see them to catalog them properly. We are working on this problem of supply, and hope to procure more publications in the future.

Each month's issue of the Catalog contains previews and ordering information as well as the regular publica-

tion entries and an index. Each year the February issue contains a directory of periodicals; the September issue, a current list of depository libraries; and the December issue, a cumulative index to cover all entries for the calendar year.

We hope to begin computerized preparation of the Catalog very soon. It will help our small Library staff considerably in the preparation of copy, but only a few changes will be visible to the reader. The size and style of type, and method of printing the Catalog will remain the same, but some of the distribution symbols will be changed. The biggest change which will affect the reader is the change in the index. The index will consist of three parts: a regular subject index, a separate personal author index, and a separate title index. We are anticipating that this will improve the usefulness of the "Monthly Catalog."

COMMITTEE PRINTS

Several Depository Libraries have requested information on the availability of Committee Prints from the Superintendent of Documents.

Committee Prints are considered administrative matter and are not made available regularly to Depository Libraries. Committee Prints are the property of the Committee that issues them, and can only be distributed to Depository Libraries at the specific request of that particular Committee. When the Committee wishes to distribute Committee Prints to the Depository Libraries, we are usually notified the same day that they are sending the material to press, so that we will be able to order depository copies. Even though all Committee Prints are printed by GPO, and some are sold by the Superintendent of Documents, we can only send copies to the Depository Libraries at the request of the Committee preparing the publication.

BOOKSTORES

GPO Bookstores, although not directly associated with the Depository Program, are willing to aid depository librarians whenever they can. A listing of the Bookstores can be found inside the cover of the "Monthly Catalog."

Our 21st GPO Bookstore opened in Seattle, Washington in July. We now have stores serving 16 major cities throughout the country, plus five stores in the Washington D.C. metropolitan area.

The Philadelphia store has been moved to larger quarters in a new Federal Building at Fourth and Arch Streets, near Independence Hall.

GPO Bookstores have available free brochures containing the phone number, location, and hours of operation of the store. For copies of these brochures call the GPO Bookstore in your city.

SELECTED U.S. GOVERNMENT PUBLICATIONS

The Superintendent of Documents publishes a biweekly list of new and relevant titles, of general interest, available for purchase. "Selected U.S. Government Publications" is a 16 page booklet containing short descriptions of over 100 books on business, health, education, agriculture, and many other fields. At present "Selected U.S. Government Publications" is sent free on request to over 1.35 million people. You can offer this free service to users of your Depository Library through the use of postage paid "Selected List Cards" available from the Superintendent of Documents. If you are interested in offering these cards to users of your library send your request to:

Selected List Cards
P.O. Box 1821
Washington, D.C. 20013



